



NAVAJO COUNTY

JOB DESCRIPTION

TITLE: Health Educator

FLSA: NE

SERVICE: Classified

REVISED: 3/30/09

Summary: Under close supervision, performs work of moderate difficulty in developing and providing public health education services; performs related work as assigned.

Essential Job Functions: *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Educates clients as to available resources and assistance in the County for health needs.
- Develops, schedules and conducts health assessment screening sessions.
- Completes records and reports; submits reports to the department for review. Reviews goals and reports progress toward the goals.
- Develops free courses and classes regarding health topic(s) to be delivered to community members.
- Plans and presents a variety of educational programs or workshops designed to educate the public, individually or in groups. Meets with groups such as school classes, community clubs, civic organizations and local businesses. Participates in community events.
- Receives referrals for services from schools, courts, mental health agencies and physicians.
- Reviews program budget, assesses and plans future financial needs and spending for the health program.
- Develops printed materials, and other educational tools; assists in the ordering of course visuals and materials.
- Maintains program records, data and documentation of attendance, objectives, curricula and evaluations.
- Tracks class activities, services provided, action plans, and prepares attendee and class reports to be submitted to department supervision.
- Prepares reports regarding the health programs and evaluation results of the programs.
- Coordinates with staff of other similar health programs within the community.
- Attends meetings and events regarding health issues to stay current.

Knowledge and Skills:

- Knowledge of principles, practices and services related to health education and public health programs.
- Knowledge of general office practices and procedures.
- Knowledge of personal computer, software and operation.
- Skill in delivering public health programs and information through classroom settings or large events.
- Skill in maintaining accurate and timely documentation and records.
- Skill in effectively communicating verbally and in writing.
- Skill in establishing and maintaining effective working relationships with employees, other agencies and the public.

Desirable Qualifications:

High School diploma or GED; AND one year experience working in a health or related field, or experience in training or teaching; OR equivalent combination of education, training and experience; AND a valid driver's license.